

All Arabs University

Policy Theme	Disposable (Single Use Items) Policy – Applicable to Service
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Policy Code:	P(17R)05	Date of Issue:	26/4/2022
Version:	1/6	Confidentiality Level:	General
Quality Council Approval:	17/4/2022	Policy Created Date:	026/4/2022
Deans Council Approval:	Resolution No. 14/99, Date: 20/4/2022		
Date of last Revision:	1/3/2025	Next revision Date:	1/3/2027

Responsibilities:

Implementation:	Services Department.
Partners:	Medical Services and Health Insurance Department + Ministry of Health.
Supervision:	Safety and Security Committees + Internal Control and Auditing Department.
Review and Development:	Quality Assurance and Accreditation Office + Faculty of Pharmacy Deanery.

Policy Statement:

All outsourcing companies that provide different services to the university should strictly adhere to the strict procedures regarding disposable (single use items) policy of the university as they should not use any kind of hazardous materials, and this should conform to the same procedures adopted by the university in disposing the materials they use for cleaning or in their restaurants or in any kind of service they provide.

Policy Objectives:

No.	objective
1.	Preserving a healthy environment.
2.	Protecting related parties' life.
3.	Minimizing cost.
4.	Reducing water consumption
5.	Reducing air pollution.
6.	Saving raw materials.

Related Procedures:

No.	Procedure
1.	Perform Payments Accounting QP (06 FIN) 10 .
2.	Warehouse Accounting Procedure QP (07 FIN) 10 .
3.	Photocopying Centers Accounting QP (08 FIN) 10 .

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4.	Financial Planning QP (11 FIN) 10.
5.	Examination and delivery of supplies QP (01 RSS) 13.
6.	Entry Bills QP (02 RSS) 13.
7.	Storage Methods QP (03 RSS) 13.
8.	Discharge Voucher QP (04 RSS) 13.
9.	Supplies Register QP (05 RSS) 13.
10.	Transfer Bill (06 RSS) 13.
11.	Item Return Document QP (07 RSS) 13
12.	Mechanization and Application Processes with Computer QP (08 RSS) 13
13.	Tendering QP (01 TP) 12
14.	Bidding QP (02 TP) 12
15.	Direct Purchase QP (03 TP) 12
16.	Supplier Evaluation QP (04 TP) 12.
17.	Conducting an internal audit QP (01 IAD) 08.
18.	Assurance of Physical Resources Readiness QP (03 IAD) 08.
19.	Kiosks QP (04 IAD) 08.
20.	Medicines dispensing QP (03 MSHI) 19.
21.	Distribution of laborers and workers on the university buildings QP (01 SD) 20.
22.	Materials Needed for building cleanliness QP (02 SD) 20.
23.	Providing Support services QP (06 SD) 20.

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